

Extended School Year (ESY) Services
CLOSE-OUT SHEET 2017-2018

Revised: 02/2018

Area Office: _____

ESY Services Site	Sending School	Service	Submitted by <i>(ESY Services Representative)</i>	ESY Services Progress Report	Lesson Plans	Goals and Objectives	Contact Hour Register*	Contact Hours Register Summary*

*Submit the following forms to the Director, ARD/IEP Services, HMW Educational Support Center, no later than July 3rd to be retained for audit purposes:

- ESY Services Summary Sheet for Contact Hours
- ESY Services Contact Hour Register

All other documents from the **ESY Services Packet Submission Guide** are to be submitted to and retained, in their student-specific packet in the Special Education Field Office. *It's the responsibility of the Field Office to ensure all student packets are returned to the student's campus of instruction and filed in the eligibility folder.